



## OVERVIEW

Saint Joseph Academy (SJA) is a private Roman Catholic college preparatory school for students in grades 7-12 run by the Marist Brothers. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to serve as **Chief of Maintenance Operations**. Under the direction of the President, the Chief of Maintenance Operations provides leadership for all campus facilities operations in partnership with the Campus Foreman.

## MINIMUM QUALIFICATIONS

- ❖ High school diploma required/ bachelor's degree preferred (facilities management, construction management, engineering, or related field).
- ❖ 5+ years of progressively responsible experience in facilities, maintenance, construction, or plant operations.
- ❖ 2–3 years of supervisory or management experience overseeing staff, contractors, or projects.
- ❖ Experience in a school, university, healthcare, or institutional setting strongly preferred.
- ❖ Must be able to pass criminal background check and meet all Diocesan employment requirements.

**To apply, send your résumé, letter of interest, completed application, and references to:**

Melissa Valadez, President

101 Saint Joseph Dr.

Brownsville, TX 78520

[mvaladez@sja.us](mailto:mvaladez@sja.us)

**PRIORITY WILL BE GIVEN TO APPLICATION MATERIALS RECEIVED BY FEBRUARY 6, 2026. POSITION WILL REMAIN OPEN UNTIL FILLED.**

## **ESSENTIAL DUTIES, RESPONSIBILITIES, AND PERFORMANCE**

### **The Chief of Maintenance Operations:**

- ❖ Supports the mission, philosophy, and Marist identity of Saint Joseph Academy, embodying the pillars of simplicity, presence, family spirit, in the way of Mary, and love of work.
- ❖ Models professionalism and fosters positive, respectful relationships across the SJA community, including faculty, staff, students, parents, alumni, and board members.
- ❖ Communicates effectively and collaborates closely with administration, custodial, maintenance, Buildings & Grounds, and support staff.
- ❖ Oversees all campus facilities, grounds, mechanical systems, and physical plant operations.
- ❖ Plans, prioritizes, and manages all maintenance and repair requests to ensure timely and efficient completion.
- ❖ Develops work schedules, assigns duties, coordinates vacation time, and schedules overtime as needed.
- ❖ Supervises, trains, evaluates, and participates in the selection and discipline of maintenance, custodial, grounds, temporary, work-study, and volunteer staff.
- ❖ Schedules and oversees preventative maintenance programs for buildings, grounds, and equipment.
- ❖ Conducts regular inspections of facilities and grounds and establishes repair and custodial schedules.
- ❖ Serves as liaison with architects, engineers, contractors, and consultants for construction, renovation, and major projects.
- ❖ Prepares cost estimates and manages projects from planning through completion.
- ❖ Initiates requisitions, purchases supplies, tools, equipment, and services, ensuring cost-effective and reliable sourcing.
- ❖ Inspects contracted services and authorizes payments based on performance and completion.
- ❖ Coordinates with administration and faculty to meet classroom and event setup needs.
- ❖ Manages service requests and maintains accurate equipment and inventory records using the Facilities Management Software.
- ❖ Develops procedures and controls to improve efficiency, workflow, and facilities operations.
- ❖ Conducts local and state inspection walk-throughs with regulatory officials.
- ❖ Maintains school grounds and facilities in excellent condition for full and safe use.
- ❖ Oversees the Campus Foreman, grounds company, and lead custodian.
- ❖ Manages departmental budget development and fiscal oversight.
- ❖ Performs other duties as assigned by the President.